

## **St. James the Less Nursery Director**

### **Job Overview**

The Nursery Director will be an important part of the growing family ministry at St. James the Less Episcopal Church, with particular responsibility for the Sunday morning care of infants, toddlers, and young children (aged 0-7 years). The Nursery Director will work in conjunction with a rotating group of nursery volunteers to create a caring, fun, and safe nursery environment for St. James the Less' youngest children.

### **Responsibilities and Duties**

- The Nursery Director will arrive at least half an hour before the 10:30am Sunday service to ensure the nursery is ready for children to arrive. The Nursery Director will stay with the children no later than 12:00pm, when all children must be picked up.
- The Nursery Director will organize and maintain the toys and supplies in the nursery, updating the Priest-in-Charge when additional supplies are needed.
- The Nursery Director will be in charge of the nursery during the service, with assistance from one or more volunteers as needed to maintain child/adult ratios.
- The Nursery Director will play with, feed, soothe, and change the diapers of any children under his or her care during nursery hours, with the assistance of one or more nursery volunteers.
- After the children are picked up, the Nursery Director will tidy up the nursery.

### **Qualifications:**

- Some experience working with children under the age of three years old.
- Warm, caring, and patient disposition with young children.
- Infant First Aid Certification (Training will be provided if necessary.)
- Completed Safe Church, Safe Community training through The Episcopal Church (Training will be provided.)

### **Compensation**

The Nursery Director will be paid at a rate of \$22.50/hr with a minimum commitment of three hours per week. Additional work may be available at the same hourly rate on an ad hoc basis at the request of the Priest-in-Charge and upon mutual agreement.

If interested, please contact the Rev'd Bradley Johnson at [priest@stjamesmadison.net](mailto:priest@stjamesmadison.net). Please include your resume and three references. Do note that a formal background check will be conducted before an offer of employment can be extended.